

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**SENIOR INVENTORY CONTROL SPECIALIST**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Senior Inventory Control Specialist is the third level in a four level Warehousing series. Incumbents are responsible for serving as a lead worker and performing skilled warehousing activities, including identifying, researching, and ordering parts, supplies, and tools from suppliers, requiring extensive knowledge of related equipment.

The Senior Inventory Control Specialist is distinguished from the Inventory Control Specialist by its responsibility for making work assignments, overseeing the work of other warehouse workers, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor. The Senior Inventory Control Specialist is distinguished from the Inventory Control Supervisor, which has first-line supervisory responsibilities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |  |              |
|----|--|--------------|
| 1. | Serves as a lead worker to other employees, which includes: prioritizing and assigning work; determining completion of work; and, training staff on work methods.  | Daily<br>25% |
| 2. | Collaborates with vendors, external repair facilities, internal departments, and/or other applicable individuals to check the status of purchases, clarify inventory needs, coordinate repairs for equipment under warranty, expedite deliveries, check prices and availability, and/or other applicable issues. | Daily<br>20% |
| 3. | Maintains manual and/or automated inventory control systems and related records, ensuring appropriate levels of inventory availability.  | Daily<br>15% |
| 4. | Compiles a variety of data and information and prepares related reports regarding a variety of inventory issues.   | Daily<br>10% |
| 5. | Processes parts related paperwork, ensuring billing and/or credits are accurate and complete.  | Daily<br>10% |
| 6. | Processes purchase requests, ordering supplies, tools, and/or equipment from vendors, ensuring compliance with specified expenditure allotments.   | Daily<br>15% |
| 7. | Prepares packages and goods for shipment or delivery, picks up items from vendors, and makes deliveries to various locations throughout the City.  | Varies       |

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|--|--|-------------------------------|
| 8.   | Prepares and sends out parts for rebuilding, selecting appropriate repair facilities and evaluating the cost of repair versus replacement; identifies if parts are under warranty. | Daily<br>5%                   |
| 9.   | Performs other duties of a similar nature or level.  | As<br>Required                |

**Training and Experience** (positions in this class typically require):

- High School Diploma, or GED, and five years of increasingly responsible journey level experience in warehousing or materials management is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Up to two years of related college level education can be substituted for years of experience.
  - College level coursework in a related field, may be substituted for the required experience on a year-for-year basis.

**Licensing Requirements** (positions in this class typically require):

Licensing Requirements:

- Basic Class C License
- Certified Forklift Operator

**Knowledge** (position requirements at entry):

Knowledge of:

- Material handling and storage techniques for a variety of items, including caustic and volatile materials;
- Warehousing principles and practices;
- Inventory control principles and practices;
- Database management principles;
- Mathematical concepts;
- Recordkeeping principles and practices;
- Routine procurement principles;
- Research methods.

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#### **Skills** (position requirements at entry):

Skill in:

- Prioritize and assigning work, detail oriented and ability to multi-task
- Training employees in proper work methods
- Using computers and applicable software applications
- Handling and storing a variety of material and items
- Maintaining database and hardcopy records
- Safely operating and maintaining applicable tools and equipment
- Researching and locating specific materials, tools, and equipment in assigned area of responsibility
- Preparing and performing mathematical calculations
- Applying researching methods
- Procuring materials and supplies
- Preparing goods and materials for shipment
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting and intense noises.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008